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**Assessment Procedures for Prelim and HSC WAP Students**

The following has been created to outline the Wilvandee Access Program assessment procedures for students and caregivers.

**1.** Students will be issued with a **Course Outline, Scope and Sequence** and **Assessment Schedule** at the beginning of the school year which outlines the timing of assessment tasks throughout the year. *It is likely that the assessment schedule will change and is up to the students to make necessary adjustments in their personal calendars.*

**2.** An **Assessment Notification form** will be sent home each time you have an assessment task approaching at least two weeks prior to the due date. A copy of the assessment task will also be sent.

**3.** Upon successful completion of an assessment task, you will receive an **Evidence of Task Submission form**

**4.** If you fail to complete an assessment task, the day it’s due, course teachers should complete and send home a **Failure to Submit form**. They should also **phone** the parents or guardians at this point and keep a record this conversation. The student has 1 week to turn in the task to receive a mark, each day it’s late loosing 20% of the total mark.

**5.** If you fail to complete an assessment task, one week after the due date, course teachers should complete and send home an **Official Warning – Non-completion of a High School Certificate Course form**. They should also **phone** the parents or guardians at this point and keep a record this conversation. **The assessment task at this point is worth 0 marks however the student has 2 weeks to turn it in to redeem themselves and prove they are making an effort to meet course requirements.** If the student turns the assessment in within the two week period they cannot be penalised a percentage of the minimum 50% to meet course requirements however a 0 will be recorded for the task.

\*\*\*Repeat Steps 2-5 for each Assessment Task. **Once a student has received 2 official warnings an N Determination can be issued by the principal.** If this is a compulsory course to receive the HSC the student will no longer be eligible. The student has the right to appeal this.